



**CITY OF COUNTRYSIDE
REAL ESTATE PROPERTY TRANSFER FEE
DECLARATION FORM**

Date: _____

Number: _____

For use by City of
Countryside

Please Note: This form must be filled out completely for ALL real estate transfers. If any information is omitted, this declaration form will be deemed incomplete and you may be assessed penalties and interest. You must complete both sides of this form.

Seller's Name (Grantor) _____ (phone): _____

Buyer's Name (Grantee) _____ (phone): _____

Section 1 – General Information

Street #	Street Name	Unit/Apt. #	Zip Code
PIN _____ - _____ - _____ - _____ - _____ - _____			
PIN _____ - _____ - _____ - _____ - _____ - _____			
(If additional numbers, please attach on additional sheet)			

A. Type of Property (please check appropriate box below)

- | | |
|--|---|
| 1. <input type="checkbox"/> Single Family Residence | 5. <input type="checkbox"/> Commercial |
| 2. <input type="checkbox"/> Condo, co-op or 2-3 unit (residential) | 6. <input type="checkbox"/> Industrial |
| 3. <input type="checkbox"/> 4 or more units (residential) | 7. <input type="checkbox"/> Vacant Land |
| 4. <input type="checkbox"/> Mixed Use | 8. <input type="checkbox"/> Other |

Section 2 – Interest transferred (please check appropriate box below)

- | | |
|---|---|
| 1. <input type="checkbox"/> Fee Title | 4. <input type="checkbox"/> Majority interest in real estate entity |
| 2. <input type="checkbox"/> Beneficial Interest in a land trust | 5. <input type="checkbox"/> Interest in a real estate co-op |
| 3. <input type="checkbox"/> Lessee interest in a ground lease | 6. <input type="checkbox"/> Other (attach a description) |

Section 3 – Transfers exempt from fee (Please check appropriate box below)

- A. ☐ Transfer of real property made prior to August 1, 1996 where the deed was recorded after that date or assignment of beneficial interest in real property date prior to August 1, 1996, where the assignment was delivered on or after August 1, 1996.
- B. ☐ Transfer involving real property acquired by or from an governmental body, or acquired by a non-for-profit charitable, religious or educational organization, or acquired by any internal organization not subject to local taxes (copy of IRS granting tax exempt status must be attached)
- C. ☐ Transfer in which the deed, assignment or other instrument of transfer secures debt or other obligations.
- D. ☐ Transfer in which the deed, assignment or other instrument of transfer, without additional consideration, confirms, corrects, modifies or supplements a deed, assignment or other instrument of transfer previously recorded or delivered.
- E. ☐ Transfer in which the transfer price is less than \$500. You must explain:
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- F. ☐ Transfer in which the deed is a tax deed.
- G. ☐ Transfer in which the deed, assignment or other instrument of transfer releases property which secures debt or other obligations.
- H. ☐ Transfer in which the deed is a deed of partition. (Note: If a party received greater than its undivided interest in the real property, then it must pay the tax).

- I. ☐ Transfer between a subsidiary corporation and its parent or between subsidiary corporations of a Common parent pursuant to a plan of merger or consolidation of pursuant to an agreement providing for the sale of substantially all of the seller's assets.
- J. ☐ Transfer from a subsidiary corporation to its parent for no consideration other than cancellation or surrender of the subsidiary's stock or transfer from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K. ☐ Transfer made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U.S. Bankruptcy Code, as amended. Provide bankruptcy court docket number:
- _____.

Section 4 – Additional transfer information

Enter the earlier of (1) the date of delivery or (2) the date of the recording of the instrument of transfer:

Section 5 – Computation of tax stamps purchased and any penalty or interest

- | | |
|---|----------|
| 1. Amount of tax stamp purchased (\$50.00, or if exempt insert \$0.00) | \$ _____ |
| 2. Penalty (applicable only if this declaration is not filed when due) | \$ _____ |
| 3. Interest (applicable only if this declaration is not filed when due) | \$ _____ |
| 4. Total tax, penalty and interest (add lines 1, 2 and 3) | \$ _____ |

No personal checks

Section 6 – Attestation of Seller, Buyer or Agent (required only if an exemption is claimed)

Under penalty of perjury, I certify that this transaction is exempt from the City of Countryside Real Property Transfer Fee for the reason shown under Section 3 hereof:

Name of Seller, Buyer or Agent – Please Print

Title

Signature

Date

Mailing Address

City

State

Zip Code

Business or Firm Name

Daytime Phone / E-Mail Address

Section 7 – Sewer, Water and Weed Cutting Charges – Certification of Payment

(required for all transfers)

The City of Countryside Water Dept. & LaGrange Highlands Sanitary Dist. certifies that all water charges rendered to the property located at _____ are paid in full.

Account # _____ Certified by: _____ Date: _____

The City of Countryside Sewer Dept. & the S. Lyons Twp. / LaGrange Highlands Sanitary Dist. certifies that all sanitary sewer charges rendered to the property located at _____ are paid in full.

Account # _____ Certified by: _____ Date: _____

The Countryside City Clerk's Office certifies there are no outstanding weed cutting charges for the property located at _____.

Certified by: _____ Date: _____

Section 8 – Send form: City of Countryside, City Hall, 5550 East Avenue, Countryside, IL 60525

The City of Countryside has implemented a change of procedure due to the heavy demand of real estate transactions. Countryside will now require a five (5) working day notice of intent to move. The notice is required to properly schedule final water reading prior to the real estate closing. Some transactions will require that the form be completed by the appropriate water department or sanitary sewer entity if not being furnished by the City.

Only cash or a cashier's check of \$50.00 will be accepted. No personal checks will be accepted from the Seller.